

**TO: JULIE A. UGALDE, RISK MANAGEMENT OFFICER
DAGS – RISK MANAGEMENT OFFICE**

FROM: _____

REQUEST FOR INSPECTION:

NAME OF SCHOOL/DIVISION/AGENCY

NAME _____

DATE _____

CONTACT NUMBER _____

FAX NO. _____

EMAIL ADDRESS _____

LOCATION TO BE INSPECTED:

TYPE OF INSPECTION: RISK ANALYSIS:

BUILDING INSPECTION:

BUILDING NAME AND ADDRESS

PLEASE PROVIDE A BRIEF EXPLANATION FOR THE INSPECITON, STATING ANY CONCERNS YOU WANT ADDRESSED: